

MINUTES OF THE WINDSOR LOCKS HOUSING AUTHORITY

Monday, April 11, 2016  
120/124 Southwest Avenue

6:30 P.M.  
Windsor Locks, CT 06096

The Windsor Locks Housing Authority met in Regular Meeting Monday, April 11, 2016 at 120/124 Southwest Avenue, Windsor Locks, CT 06096 at 6:30 P.M., the date, time and place duly established for the holding of such meeting. The meeting was called to order at 6:34 P.M. by Carl Philbrick, Chairman.

**ROLL CALL**

The following were present: Carl Philbrick, Chairman; Michael Jordan, Sr., Vice-Chairman, Commissioner; William Hamilton, Commissioner; Jennise Matyskiela, Tenant Commissioner; Joyce Welch, Tenant Commissioner; and Jaimie Mantie, Executive Director.

Absent: None.

**PUBLIC**

N/A.

**MINUTES**

Michael Jordan, Sr., Vice-Chairman, Commissioner, made a motion to approve the minutes of the Friday, January 29, 2016 Meeting as amended, seconded by William Hamilton, Commissioner, to approve the minutes as mailed, said minutes were approved. Michael Jordan, Sr., Vice-Chairman, Commissioner, made a motion to approve the minutes of the Monday, March 7, 2016 Meeting, seconded by William Hamilton, Commissioner, to approve the minutes as mailed, said minutes were approved.

**PUBLIC INPUT**

N/A.

**UNFINISHED BUSINESS**

- Open Board of Commissioner Democratic Position. Michael Jordan, Sr., Vice-Chairman, Commissioner stated he contacted the First Selectman, and has not heard back yet.

**NEW BUSINESS**

- Annual Election. William Hamilton, Commissioner, nominated Carl Philbrick as Chairman; seconded by Joyce Welch, Tenant Commissioner, nomination passed. William Hamilton, Commissioner, nominated Mike Jordan, Sr. as Vice-Chairman; seconded by Joyce Welch, Tenant Commissioner, nomination passed.
- Board questions about July 1, 2014 - June 30, 2015 Audit Reports. Michael Jordan, Sr., Vice-Chairman, Commissioner stated he reviewed and agreed with

the report. There were no findings. No other questions or comments from board members.

- Adopt Southwest Ave. Base Rent Increase. Jaimie Mantie, Executive Director stated she met with residents and with individuals, there were no negative comments. Ms. Mantie stated there are 8 residents affected by the increase. Those residents would get help from state assistance/subsidy to pay the increase. Mike Jordan, Sr. Vice-Chairman, Commissioner made a motion to adopt the Southwest Ave. Base Rent Increase, seconded by William Hamilton, Commissioner; the motion passed.
- Adopt the 2016 HUD Annual PHA Plan. Jaimie Mantie Executive Director described several projects, ex. fence at Chestnut St., upgrade lighting, change stairwell lighting to motion lighting, looking into solar project for Chestnut and Gove St., change the 16 units at Chestnut Street to individual meters for electricity, go for the Better Business Challenge to have a 20 % savings reduction in electricity. The WLHA pays for the electrical and electric heat at Chestnut Street. There are programs and grants available for the residents to pay the electric bills. She is hoping to make the residents more responsible to pay their utility bills, and they will get a utility standard reduction on the rent and other subsidies. The North School solar project was done by DDS out of Cromwell, CT; we are using Kingspan. Discussion on heat pumps for units, baseboard heating will be needed for backup. Ms. Mantie stated she will look into costs and programs for changing to individual meters. Mike Jordan, Sr. Vice Chairman, Commissioner stated the residents need an incentive to use less electricity, and how it will benefit everyone. The board asked Ms. Mantie to look into a capital project of changing to individual meters, and a grant to install heat pumps. William Hamilton, Commissioner made a motion to Adopt the 2016 HUD Annual PHA Plan, seconded by Mike Jordan, Sr. Vice-Chairman, Commissioner; to adopt the Plan as presented. Motion passed.
- Update on Solar Project for 124 Southwest Ave. Jaimie Mantie, Executive Director reported the equipment has been delivered, and work will start in 2-4 weeks. Jaimie Mantie, Executive Director stated she is looking into grants for the generators and will ask the first selectman to apply for a grant.
- Ms. Mantie asked to add agenda item Elevator at Building B. Otis Elevator did an annual inspection of the elevators and found Building B elevator has a rusted out oil tank from water leaking into the area. The elevator was installed after the building was built and is below ground level, where water leaks into the area. Steps have been taken to stop the leaking, but to no avail. A concrete pad needs to be added under the elevator. It will take 5 days and the elevator will be out of use for that time. All disabled residents in that building are on the ground level floor. Ms. Mantie will look into costs for concrete pad.

- Carl Philbrick, Chairman asked to go to Executive Session at 7:22 P.M. for the discussion of Legal Matters at the Grove Street Apartments, seconded by William Hamilton, Commissioner. Executive Session ended at 7:58 P.M.

**ADJOURNMENT**

There being no further business to come before the meeting, upon a motion by Carl Philbrick, Chairman Commissioner, and seconded by Michael Jordan, Sr., Vice-Chairman, Commissioner; the meeting was adjourned at 8:00 P.M.

Respectfully Submitted,

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Diane D. Allen, Recording Secretary

Attest: \_\_\_\_\_ (SEAL)  
Jaimie Mantie, Executive Director